

# RAFIK HARIRI UNIVERSITY

## Registrar's Office

### Request for: Transcripts, Certificates, and Authentications

#### Instructions: Please read carefully before filling out your request

1. Fill out this form completely
2. Pay the applicable fees at the Finance Department
3. Return this form to Registrar's Office for processing of requested documents
4. No Transcript will be released without consent from the student concerned.
5. A minimum of three business days is needed for the processing of requests. **During periods of Registration and Graduation, more time will be needed to process requests.**
6. All documents will be destroyed if not picked up within 30 days from the date of request.
7. Please fill out a separate address sheet for each Transcript of Records (Official Copy for foreign Universities) and attach sheets to this request form.
8. Please fill out a separate army/internal security/custom enrollment certificate and attach sheets to request form

Applicable Fees: Official Transcripts: 20,000 L.L., Unofficial Transcripts: 5,000 L.L., Enrollment Certificates: 5,000 L.L., Authentication: 5,000 L.L. (3 copies), ID Replacement: 15,000 L.L., Copy of Diploma: 50,000 L.L.

#### Student Information

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

College: \_\_\_\_\_

Major: \_\_\_\_\_

Items Requested	# Copies Arabic	# Copies English	Amount L.L.
Transcript (official copy)			
Transcript (Unofficial copy)			
Registration Certificate			
Enrollment Certificate			
Enrollment Certificate with fees			
Enrollment Certificate for visa purposes			
Enrollment Certificate showing years spent at RHU			
Enrollment Certificate indicating degree received			
Army/Internal Security/Customs Enrollment Certificate			
Authentication of Copy of Degree-copies provided by student			
ID Replacement			
Others ( <i>Specify</i> ):			
<b>Total to be paid:</b>			

Date Requested:

Student's Signature: